

ENHANCED WIRELESS 911 BOARD
DETAILED DISCUSSION AGENDA
MEETING OF NOVEMBER 10, 2004

- I. Call to Order (Comptroller)
- II. Introduction of members (Comptroller)
- III. Review of statutory requirements (Comptroller)
- IV. Review of Department of Accounting and General Services responsibilities (Comptroller)
 - Review and discussion of excerpts of AG letter outlining Comptroller's responsibilities.
 - Board is in compliance with state laws, administrative rules and directives; list of compliance items.
- V. Introduction of Administrator of the State Procurement Office and Deputy Attorney General (Comptroller)
 - AG assists with legal matters.
 - EW 911 Board required to comply with State procurement law and administrative rules.
- VI. Election of chair (Comptroller)
 - Election of other officers, Vice Chair, Treasurer, and Secretary.
- VII. Establishment of wireless enhanced 911 fund (Chair)
 - Because Board operates outside of state treasury, bank account needs to be opened to process receipts and disbursements.
- VIII. Discussion items (Comptroller/BMO)
 - Process to establish policies and procedures governing remittances and reimbursements.
 - 1. What report(s) are required to be filed with remittances.
 - 2. Policy requirements for penalties for failure to file and pay and late filing and payment.
 - 3. Policy requirements for determining administrative expenses allowable for deduction by wireless providers.
 - 4. Interim instructions of filing and paying.
 - 5. Public notification of policies and procedures.
 - Process to engage contractor to handle processing of receipts and disbursements.

1. Will require adherence to state procurement law and will likely result in Request for Proposal.
 2. Board resolution authorizing specific board members with the authority to disburse funds.
 3. Policy requirements for processing of disbursements which include normal expenses (board member travel expenses, contractor payments, etc.) and reimbursements to public safety answering points and wireless carriers.
 4. Interim instructions for filing and paying.
- Legislative request for emergency appropriation to disburse funds for fiscal year 2005.

IX. Action item (Comptroller/Lt.Chong)

- Grant Proposal from Wireless E-911: The PSAP Readiness Fund
 1. Presentation by Lt. Chong covering the plan to expend funds and the terms/nature of the grant.
 2. Board vote to accept grant and designation of board members who can sign the grant.

X. Next Meeting Date (Chair)

XI. Adjournment (Chair)

Wireless Enhanced 911 Board
Minutes of November 10, 2004 Meeting
November 12, 2004

Board Members in Attendance: Roger McKeague, Peter Jaeger, Jeff Yamane, Roy Irei, Courtney Harrington, Richie Nakashima, Paul Ferreira, Joel Matsunaga, Milton Matsuoka, Dexter Takashima, John Cole. Staff in attendance: Russ Saito (Department of Accounting and General Services), Lt. Charles Chong (Honolulu Police Department), Aaron Fujioka (State Procurement Office), Patricia Ohara (Department of Attorney General), Kerry Yoneshige (Department of Accounting and General Services).

1. Mr. Russ Saito called the meeting to order at 9:05 a.m.
2. Board members were asked to introduce and provide a brief background about themselves.
3. Mr. Saito provided a summary of the Act 159 (the Act) for the board members including the legislative and accounting requirements of the board. He also noted that the authority and responsibilities of the board are detailed in the Act.
4. Mr. Saito provided a summary of the responsibilities of the Department of Accounting and General Services (DAGS) which the Wireless Enhanced 911 Board (the Board) is attached to. Key points were that the department which the board is attached to cannot exert control or supervision over the board or its operations and that communications with the legislature and governor pass through the department.
5. The Deputy Attorney General (AG) present was introduced, Patricia Ohara. The AG will provide legal support to the Board. The Administrator of the State Procurement Office, Aaron Fujioka was introduced. Mr. Fujioka noted that the procurements of the Board are subject to the state procurement laws and he also discussed the services provided to the Board to assist in the procurement of goods and services.
6. Mr. Saito opened the discussion on the selection of a chair. It was recommended and adopted that each member be polled as to their interest becoming chair of the Board. After the poll, four individuals, Roy Irei, Courtney Harrington, John Cole, and Joel Matsunaga were candidates for chair. Mr. Saito then proposed and the members agreed to that they vote by submission of one name for chair. The votes were submitted to Mr. Saito for counting. After the counting, Courtney Harrington was elected chair. The Chair then requested that a vice chair be appointed. It was suggested and adopted that a vice chair be appointed. The method of selection was to be the chair candidate with the second most votes. Mr. Saito noted that there was a tie for second between Roy Irei and Joel Matsunaga. Mr. Matsunaga noted that he had voted for the chair and given the

situation would change his vote to Mr. Irei. With that, Mr. Irei became Vice Chair.

7. The Chair then recommended that rather than discussing the Wireless Enhanced 911 Fund and the Discussion Items on the agenda, that committees be formed to address the issues in these areas. With that, the following committees were established with board members volunteering to chair and become part of those committees. The committees and their composition follow.
 - Technical Committee: Chair, Peter Jaeger; Members, Jeff Yamane, Richie Nakashima, Dexter Takashima, Roy Irei, Milton Matsuoka.
 - Finance Committee: Chair, Joel Matsunaga; Members, Peter Jaegar, Paul Ferreira, Courtney Harrington, Jeff Yamane. Staff requested; Lt. Charles Chong.
 - Policies and Objectives: Chair John Cole; Members, Milton Matsuoka, Joel Matsunaga, Roy Irei.
 - Administration: Chair, Roger McKeague; Members, Paul Ferreira, Courtney Harrington.
8. The Board then agreed on the next meeting date of November 19, 2004 at 10:00 a.m. at the Comptroller's Conference Room. At the next meeting, committee chairs are to report what the scope of work for their committees will be.
9. Lt. Charles Chong of the Honolulu Police Department presented a grant proposal for \$1.25 million from the Wireless E-911: The PSAP Readiness Fund with the purpose of providing seed money funding to the public safety answering points to allow them to commence with the project of enhancing their 911 systems now versus waiting for assessments. Concern was expressed about the short time frame for certain deliverables of the grant. Along those lines, the Board members were asked to review the grant agreement and to present any concerns at next week's meeting.
10. The meeting was adjourned at 11:17 a.m.